

***Amended 3 February 2005**

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-408

**Facility Manager
R8960W00
GS-1640-12
*\$65,960 - \$85,744 pa**

ANNOUNCEMENT DATE: 31 August 2004
***CLOSING DATE: 8 March 2005**

SELECTING OFFICIAL: Commander - JFTB

**APPOINTMENT FEATURES: Excepted Service
Officer/Warrant Officer Grade**

POSITION LOCATION: Training Site – Los Alamitos, CA

***RECRUITMENT/RELOCATION BONUS OF UP TO 25% OF BASIC PAY MAY/MAY NOT BE OFFERED.**

This position functions as the overall Training Site Manager of an Army National Guard (ARG) Major Training Area (MTA). Incumbent integrates the training activities of a wide variety of client military and non-military organizations with availability and limitation of various buildings, grounds, ranges, airfields, and other training area facilities, within the confines of the guidance provided by the Adjutant General and through appropriate contracts and agreements. Incumbent is responsible for administration, financial management, community awareness programs, personnel activities, engineering, maintenance, logistics, security, range control activities, installations master planning, facility assignment, and training site support activities which are associated with the installation peacetime and mobilization missions.

1. AREA OF CONSIDERATION: Nationwide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army National Guard.

2. CONDITIONS OF EMPLOYMENT: a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

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3. MILITARY GRADE AVAILABLE: OFFICER/WARRANT OFFICER GRADE. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN OFFICER/WARRANT OFFICER GRADE OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

NOTICE: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

4. QUALIFICATION REQUIREMENTS:

a. **General:** Experience, education, or training which provided a knowledge of practices and procedures related to property management, general maintenance systems, material requirements and scheduling procedures.

b. **Specialized:** Must have 36 months specialized experience which provided a knowledge of specialized facility operations in fields such as roof construction, partition construction, acoustical treatment of walls, fire alarm and sprinkler system maintenance and specialized shop work; experience in managing and controlling budgets, materials, manpower needs, contracts and procurements, and other viable resources; experience which demonstrates the ability to perform estimating and contracting procedures; experience which demonstrates the ability to deal with organizations and agency representatives and various contract and supply vendors; preparing and making budget estimates for new operations and preparing requests for new methods and equipment; in preparing and directing in-depth programs to support all phases of major construction projects to include maintenance and repair; that requires in-depth knowledge of techniques used in the construction and maintenance field; the ability to manage, plan, and organize the various skilled trades, such as plumbers, electricians, carpenters, etc.; in preparing and participating in presentations to federal, state, and local officials in support of major construction operations and maintenance programs; which demonstrates the ability to plan, direct, organize and control the work flow to manage construction and maintenance projects; in a position of responsibility that required the applicant to evaluate operations and locate areas that need improvement; that demonstrates the ability to receive and compile data, to manage, organize, and establish priorities and plan for short and long-range activities; and experience that required a knowledge of regulations regarding security plans and safety programs; and the ability to set policy and establish sound operating procedures.

c. **Substitution of Education:** A maximum of 12 months of the required specialized experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30

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semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position, i.e. Engineering, Architecture, Industrial Arts, Property Management, or Business Management/Administration. To be creditable, copies of college transcripts are required.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made.

- a. Knowledge of the capabilities, requirements and operating principles of various facility and management fields.
- b. Ability to gather and organize data from various sources.
- c. Knowledge of estimating and contracting procedures.
- d. Ability to deal with representatives of other agencies and contractors and suppliers in the private sector.
- e. Ability to make cost and budget analysis and project operating expenditures.
- f. Ability to organize, direct and coordinate the efforts of a wide variety of trades and crafts workers.
- g. Knowledge of maintenance and construction techniques.
- h. Ability to communicate effectively both orally and in writing.
- i. Ability to assign responsibilities and delegate authority.
- j. Ability to evaluate operations and isolate areas for improvement.
- k. Ability to gather and organize various data, distinguish priorities and plan further contingencies.
- l. Knowledge of established policies, procedures, and regulations regarding fire prevention, security and safety programs.

SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN O: BR 21/92, 04a; STAFF OFCR; WO: BR 21, 42, 92.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.

**INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND
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SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

****ALL APPLICATIONS MUST BE SIGNED & DATED****

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY
EMPLOYER**